TECHNOLOGY UPDATE

Welcome

In this edition, the Court Services Division and IT Division are further defined to help you find the correct division for help and for answers. The benefits of AOC's new and improved Mainframe are discussed and how it will help you in your day-to-day operations. Also, training information is provided to assist you during the Manpower Study as well as some useful technology tips you can use with your Microsoft Office applications.

As always, if you have any questions or comments, please email me at newsletter@alacourt.gov.

One noticeable change at AOC is the restructuring of Court Services and IT (Information Technology). These two divisions will continue to provide you with the services to which you are accustomed and provide you with more specialized assistance.

Alabama Judicial Building
300 Dexter Avenue
Montgomery, AL 36104

Newsletter Spotlight

Welcome

Court Services Division

IT Division

Mainframe

Training

Technology Tips

Court Services Division

Trial Courts - SJIS Help Desk, Traffic Call Center, Tax Intercept

Accountability Courts - Court Referral Officer Program, Court Referral Education Program, MIDAS, Drug Courts

Municipal Courts - Conduct educational programs, legal research, and prepare legal memoranda for Municipal Courts.

PC Helpdesk - General PC Support, Software Installation and Configuration, Microsoft Windows/Office Application How To's and Support, EForms, **AOC** Active Directory (AD) Account Management

For PC Helpdesk, please call 1-866-954-9411, ext. 1

Marty Ramsay
Director
334-954-5118

Fred Lilly
Asst. Director
334-954-5027

Larry Forston
Trial Courts
334-954-5065

Neal Armstrong
Accountability Courts
334-954-5076

Eric Locke
Municipal Courts
334-954-5046

Eric Jackson
PC Helpdesk

March Birthdays

Barbara Parks	03/13
Steven Leveque	03/18
JessePaul Jackson	03/25
Mark Craymer	03/30
Jason McDonald	03/31

IT (Information Technology) Division

ACDD- Child Support Call Center, Research into problem payments

Applications Development- SJIS and Server applications

Applications Support- AlaFile, Alapay, AlaVault, eCitation, vCitation, eTranscripts, eAppellate, and WMS

Operations- Console, redirecting print jobs

IT Support- Installing PCs, Printer, and Scanner Setup & Repair, Equipment Requests (Ex. Pc's, Keyboards), Active Directory (AD) Account Management

Network & Services- Communications, Internet, Wireless services

For IT Support, please call 1-866-954-9411, ext. 5122

Mike Carroll
Director
334-954-5010

Susan Lee
ACDD
334-954-5023

Steve Leveque
Programming
334-954-5083

Keisha Thomas
& Timothy Wyatt
Applications Support
334-954-5064
334-954-5111

Mike Moore
Operations
334-954-5025

TBA
IT Support

TBA
Network & Services

Editor:
Jeremy Darabaris

TECHNOLOGY UPDATE

New and Improved Main Frame

In January, the newest model of IBM Mainframes was installed in the Judicial Datacenter. This new mainframe, known as a 'Z9', represents the very latest in IBM technology and is designed to give us the most affordable and most technologically advanced processing ever offered by IBM. Among the highlights of the Z9 is added processing power, a reduction in the costs of IBM software and a reduction in costs of IBM maintenance.

The Z9 has 2 internal processors that are capable of processing 256 million instructions per second in each processor. Our previous mainframe, with 3 internal processors, was capable of processing 166 million instructions per second in each processor. We have seen a 36% reduction in the time it takes a single instruction to run and that equates to each job running much faster. The Z9 has data connections that are twice as fast and it has 3 times the network connections. While a lot of our jobs were already running fast, this upgrade is very noticeable in the time it takes our longer jobs to run and that has translated into the ability to get more work done in the same amount of time.

Another one of the noticeable differences with Z9 is the reduction in our monthly software charges from IBM. As an incentive to customers to move to newer technology, IBM offers substantial discounts to customers willing to move into the latest processors. So far this discount has resulted in a 25% reduction in monthly software costs. A new release of our Mainframe Operating System is expected in mid to late March and that will result in further software costs reductions. In addition to those discounts, the new Operating System will offer a method of prorating our software charges based on how much of the system we are actually using during a 4-hour average. Since our system is not used as much at night and on the weekends, we should be able to take advantage of this prorating and see even further reductions in monthly costs. This is only offered on the Z9. All totaled, we expect to see a 40% to 60% reduction in our monthly IBM software costs.

Believe it or not, Mainframes come with a 1-year, 'bumper-to-bumper' warranty much like a major appliance or automobile. That means we won't be making any mainframe maintenance payments for 12 months and that is a significant savings. Once the warranty has expired, the Z9 maintenance cost is over 30% less than the previous Mainframe and those costs reductions are over the life of the mainframe so it will result in significant savings over time.

All in all, the Z9 upgrade has resulted in the Datacenter having much more processing power with a significant reduction in overall monthly costs. Based on the technology found in the Z9, we should be able to reap the benefits of this latest upgrade for years to come.

The Administrative Office of Courts will be conducting Technology Training throughout the year of 2007 for all Alabama Judicial System Staff. This training is to assist in maneuvering through the computer system and applications for your everyday use. Our training sessions will consist of courses such as Introduction to Personal Computers/Computer Access, AOC Email, Internet, Microsoft Word, and Microsoft Excel. To view the dates of the trainings, register for training, or request training in your area, please refer to the training website at **http://training.alacourt.gov.**

The following are the dates of the upcoming trainings:

* March 14, 2007
  Mobile County

* March 24, 2007
  Tuscaloosa, AL

* April 25, 2007
  Pike County

Training Videos now available! Special thanks to Mary Moore, Circuit Clerk and Stephanie Brown for their efforts.

The Agenda for the trainings will be the following:

- Introduction to Personal Computers
- Outlook 2003 Email/ Internet
- Introduction to Microsoft Word and Excel

We also now have the Manpower Assessment Study Videos available on the training site. To view, login into the site and select Manpower 2007.

If you feel technology training is needed in your area, please refer to the training website and we will gladly provide the training you need. If you have any questions, the training contact is Stephanie Brown @ 334-954-5117 or 334-850-8185.

TECHNOLOGY UPDATE

Technology Tips
Adopted from tips by Edward Mendelson at www.pcmag.com

Fast Access to Often-Used Documents
You can keep frequently used documents readily available on Word's menu bar so you don't have to use the File menu and search through files and folders to find them. You do this by adding a Work menu to Word's menu bar. Simply go to View | Toolbars | Customize, choose the Commands tab, and select Built-in Menus from the list of categories. Then choose Work from the list of commands and drag it to where you want it on the top-line menu. From your new menu, choose Add to work menu to attach a filename to the menu. To re-move a filename, press Ctrl-Alt-Minus and click on the item you want to remove.
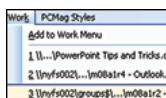
Using the Paste Special Command
When you copy text from the Web or another document into a Word file, Word will reproduce the typeface, color, and font size displayed in the original page. If you want the pasted text to match the formatting in the destination document, use Edit | Paste Special, and choose Unformatted Text.

Rearrange Paragraphs With Two Keystrokes
Do you need to swap the second and third paragraphs in the document you're working on? Don't waste time dragging text around within your document using the mouse. Just click on the paragraph you'd like to move, hold down Shift-Alt, and move the paragraph up or down using the arrow keys. Each press of the arrow key causes the selected paragraph to jump over one adjacent paragraph.

Erase Private Information
Word documents contain hidden information that can provide clues to your identity and the identity of people to whom you e-mailed a file using Outlook. Word 97 goes so far as to retain logs of the last ten people who revised your document, often with easily extractable e-mail addresses. Unrevised versions of your text may also be hidden in your files. Microsoft has posted a Remove Hidden Data tool on its Web site, but this is cum-bersome to use and doesn't remove all identity information. Before making a Word file public, you can thor-oughly clean it by opening it in WordPad (located in Start | All Programs | Accessories) and saving the file in Rich Text Format. (Word can save to RTF but doesn't discard all the hidden information.) After you've saved the file, you can change its file extension from .rtf to .doc.

Drawing a Line
You can create a line across the page of your Word or Outlook document with just a few keystrokes. Type three consecutive hyphens and press Enter to get a normal line. Type three underscores and Enter, and you'll get a bold line. And if you type three equal signs and press Enter, you'll get a double line.

Fix Stubborn Formatting
Ever try to fix formatting that refuses to change? You can start with a clean slate by removing all formatting from the selection—select the block of text and press Ctrl-Shift-N.

Alternatively, you can use Word's Reveal Formatting task pane to modify the formatting. In Word 2003, just hit Shift-F1; in Word 2002, select Reveal Formatting from the Format menu.

When you click on an underlined link, an options dialog will display settings that you can modify. By checking the Distinguish style source option, you can view whether formatting was applied directly or via a style.

You can also see which styles are applied to multiple paragraphs. Choose either Normal or Outline under the View menu. Then select Options from the Tools menu, go to the View tab, and enter a value of 0.5 inches or more next to the field labeled Style area width. A panel at the left edge of the window will display the styles associated with each paragraph.